

Defense Travel System

The seal of the Defense Travel System is a circular emblem. It features a central eagle with spread wings, perched on a shield with vertical stripes. The eagle is set against a light blue background with a grid pattern. The words "DEFENSE TRAVEL SYSTEM" are written in a circular path around the eagle. The entire seal is framed by a yellow border with green laurel leaves at the bottom.

Debt Management Monitor (DMM 1.0)



Welcome



Introduction of

Instructors/Students

Administrative Announcements

- ◆ **Schedule**
 - ◆ **Breaks**

- ◆ **Facilities**
 - ◆ **Food/Drink Policy**
 - ◆ **Restrooms**

- ◆ **Training Materials**

- ◆ **Please turn off cell phones**

- ◆ **Please do not use computers for email or internet**



Course Objectives



- ◆ **Who will manage debt in DTS?**
- ◆ **Roles & responsibilities of the DMM**
- ◆ **Debt management process with DTS**
- ◆ **Recommendations**



Release 1.0

Terms/Functionality



DTS automatically:

- ◆ **Populates and sends Electronic Due U.S. notifications**
- ◆ **Identifies No Pay Due (NPD) Voucher transactions**
- ◆ **Adjusts obligations**
- ◆ **Allocates debt across Multiple Accounting Station Numbers (MASNs)**
- ◆ **E-mail encryption capability is required**



Who Will Manage Debt in DTS?



- ◆ **The Debt Management Monitor (DMM)**
 - **New role that will track Due U.S. overpayments and collection actions within DTS.**
 - **Usually performed by a Finance Defense Travel Administrator (FDTA)**
 - **FDTAs can be budget, resource management, accounting, or finance personnel**



DMM Responsibilities



- ◆ **Initiate collection action for the traveler by:**
 - ◆ **Ensuring the traveler has been served Due Process (notification)**
 - ◆ **Providing instructions to the traveler and the AO on the Waiver/Appeal process**
 - ◆ **Providing instructions to the traveler on how to make payment (collection)**
 - ◆ **Notifying accounting to create an accounts receivable (A/R) entry**



DMM Resp. (cont.)



- ◆ **The DMM should also:**
 - ◆ **Notify accounting of any waiver response from DFAS**
 - ◆ **Initiate payroll collection when required**
 - ◆ **Initiate Out of Service Debt processing when required**
 - ◆ **Monitor all DTS travel debt utilizing the Debt Management Report**



Debt Management Process



- ◆ **Identify a debt situation (“DUE US”)**
- ◆ **Notify traveler of indebtedness**
- ◆ **Establish the debt**
- ◆ **Collect the debt**
- ◆ **Monitor/track the debt**
- ◆ **Archive debt information**



Identifying a Debt Situation



A travel-related debt may occur when:

- ◆ **Net due to traveler is a negative amount on a signed voucher.**
- ◆ **A TDY trip is cancelled after payment of a non-ATM advance and/or partial payment.**
- ◆ **DFAS's Post Payment Review (PPR) process finds the traveler has been inappropriately reimbursed for expenses.**



Notification of Indebtedness



- ◆ **Traveler is notified twice**
 - **When voucher is signed (by pop-up)**
 - **When voucher is approved (by e-mail)**
- ◆ **Authorizing Official is notified when voucher is approved (by both pop-up and e-mail)**
- ◆ **DMM is notified when voucher is approved (by e-mail)**
- ◆ **Traveler must take action on the debt within:**
 - ◆ **30 days if uniformed members**
 - ◆ **15 days if civilian employee**



Establishing the Debt



- ◆ **In order to establish the debt, DTS will:**
 - ◆ **Notify accounting to create an accounts receivable (A/R) entry**
 - ◆ **Send a No Pay Due voucher to disbursing**
 - ◆ **Notify DEBX/DADS to decrease the obligation associated with the overpayment**



Collecting the Debt



- ◆ **Trip Record will remain open until the debt has been paid, collected, and/or waived.**
- ◆ **Collection Methods**
 - **Direct Remittance**
 - **Waiver/Appeal (Form DD 2789)**
 - **Payroll Deduction (Form DD 2481)**
 - **Transfer to Out-of-Service (OOS)**
 - **Write-Off**



Tracking the Debt



- ◆ **Debt Management Report**
 - **Provides information on all open “Due US” records in DTS.**
- ◆ **Summary and detailed reports**



Summary Debt Management Report



National Debt Management Report - Details

Defense Travel System
Debt Management Report - Summary
<Organization Name>
<Report Run Date> April 15, 2004

										Offsets and Collections				
Traveler Name	Traveler SSN	Travel Document Number	Travel Document Name	Date Debt Incurred	Date Traveler Notified of Debt	Original Amount of Debt	Date		Last Offset Action	Current Balance Due U.S.	30-Day Status	Days Since Last Activity	Total Age of Debt	
							Last Offset Date	Last Offset Amount						
John Ali	xxx-xx-5678	AX9127	XYZABC DWA12345678910	09/06/02	09/06/02	\$186.00	11/12/03	Waiver Rej	\$0.00	\$186.00				
Jim Berme	xxx-xx-2345	AX9124	GHIJKLMN612345678910	10/15/03	10/18/03	\$333.00	10/18/03	Voucher	(\$333.00)	\$0.00				
Jackie Flip	xxx-xx-3456	AX9125	MNOPQRSJF12345678910	08/09/03	08/09/03	\$84.00	09/30/03	Repay	(\$80.00)	\$14.00				
Judy Nore	xxx-xx-4567	AX9126	RSTUVWXJN12345678910	12/12/02	12/12/02	\$545.00	01/27/03	Waiver App	(\$400.00)	\$145.00				
Joe Smith	xxx-xx-1234	AX9123	ABCDEFGHIJS12345678910	02/26/03	10/5/2003	\$750.00	03/28/04	Write-Off	(\$157.00)	\$0.00				
Joe Smith	xxx-xx-1222	AX9123	ABCXYZAJS12345678910	04/20/03	04/20/03	\$9.00	04/20/03	Voucher	(\$9.00)	\$9.00				



Detailed Debt Management Report



Notional Debt Management Report - Details

Defense Travel System
Debt Management Report - Details
<Organization Name>
<Report Run Date> April 15, 2004

Offsets and Collections

Traveler Name	Traveler SSN	Travel Document Number	Travel Document Name	Original Amount of Debt	Date Traveler Notified of Debt	Transaction Type	Transaction Date	Vouchr Number	Amount	Balance Due U.S.
Joe Smith	xxx-xx-1234	AX9123	ABCDEFGJS123456789 10	\$750.00	10/5/2003	Debt Incurred	10/05/03	OV88776	\$750.00	\$750.00
Joe Smith	xxx-xx-1234	AX9123	ABCDEFGJS123456789 10	\$750.00	10/5/2003	Waiver Submitted	10/10/03		\$750.00	\$750.00
Joe Smith	xxx-xx-1234	AX9123	ABCDEFGJS123456789 10	\$750.00	10/5/2003	Waiver Rejected	10/18/03		\$0.00	\$750.00
Joe Smith	xxx-xx-1234	AX9123	ABCDEFGJS123456789 10	\$750.00	10/5/2003	Waiver Appeal	10/22/03		\$750.00	\$750.00
Joe Smith	xxx-xx-1234	AX9123	ABCDEFGJS123456789 10	\$750.00	10/5/2003	Waiver Approved	10/30/03		(\$200.00)	\$550.00
Joe Smith	xxx-xx-1234	AX9123	ABCDEFGJS123456789 10	\$750.00	10/5/2003	Repay	11/11/03		(\$45.00)	\$505.00
Joe Smith	xxx-xx-1234	AX9123	ABCDEFGJS123456789 10	\$750.00	10/5/2003	Collection	01/04/04	CV14321	(\$120.00)	\$385.00
Joe Smith	xxx-xx-1234	AX9123	ABCDEFGJS123456789 10	\$750.00	10/5/2003	Amended Voucher	01/15/04	PV12387	(\$88.00)	\$297.00
Joe Smith	xxx-xx-1234	AX9123	ABCDEFGJS123456789 10	\$750.00	10/5/2003	Amended Voucher - PP	01/17/04	PV12388	\$100.00	\$397.00
Joe Smith	xxx-xx-1234	AX9123	ABCDEFGJS123456789 10	\$750.00	10/5/2003	Collection	01/31/04	CV14321	(\$120.00)	\$277.00
Joe Smith	xxx-xx-1234	AX9123	ABCDEFGJS123456789 10	\$750.00	10/5/2003	Collection	02/16/04	CV14321	(\$120.00)	\$157.00
Joe Smith	xxx-xx-1234	AX9123	ABCDEFGJS123456789 10	\$750.00	10/5/2003	Debt Write-Off	03/28/04		(\$157.00)	\$0.00
Joe Smith	xxx-xx-1234	AX9123	ABCDEFGJS123456789 10	\$750.00	10/5/2003	Debt Satisfied	03/28/04		\$0.00	\$0.00



Archiving the Debt



◆ **DTS will notify the traveler, AO, and DMM via email when the debt is paid.**

◆ **The record will be closed when an Advice of Collection or Advice of Payment satisfies the debt owed.**

◆ **Once the debt is satisfied, DTS will record the repayment of debt, close the record**



Recommendations



- ◆ **Create business rules with specific procedures for DMM to create A/R entry for the amount owed**
 - **For the amount of the adjustment on amended voucher**
 - **To reduce the balance if debt is waived**
- ◆ **Use DMM Roles and Responsibilities document for guidance and contacts**
- ◆ **Ask accounting/DFAS to participate in fielding process**
- ◆ **Centralize DMM process at base/installation**



Summary



- ◆ **The Debt Management Monitor will monitor traveler debt in DTS**
- ◆ **Collection procedures are primarily manual though tracked in DTS**



Defense Travel System



Questions?

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